Aviation Crew Hazardous Duty Incentive Pay (Multiple Entry)

Introduction:

This section provides the procedures for starting, changing, and stopping Aviation Crew & Non-Crew Hazardous Duty Incentive Pay. This entitlement is authorized to members, who under orders by competent authority, participate in regular and frequent aerial flights as Crew & Non-Crew members and who meet the requirements specified in the Pay Manual.

Reference:

Chapter 5 - U.S. Coast Guard Pay Manual
COMDTINST 7220.39

Single Entries

To make entries for few members or to make corrections and deletions, click **here** for instructions on making single entries.

Procedure:

Officers qualified for aviation service are not entitled to Hazardous Duty Incentive Pay but may be entitled to Aviation Career Incentive Pay.

Start CGHRMS, **sign-in** and follow these steps to start, stop, correct, or delete Aviation Crew HDIP.

1	**Select** Menu items in the following order.
	Home > Compensate Employees > Maintain Entitlements > Use > **Manage Multiple Entitlements**
	The Multiple Entitlement Panel appears as shown below.

2	Complete the "Entitlement to Administer" fields as outlined below.

Warning! Mistakes will require extensive single entry rework!!

Please Double Check Your Work Before Saving!

Type "CF1" in the Earnings Code field shown below or use the magnifying glass 🔍 to search and select the Aviation Crew HDIP Earnings Code.

Complete the remaining fields as outlined below.

Field	Action
Start Date	Use the calendar button 📅 to **select** the desired date or enter the start date in MMDDYYYY format. 🛈 **Leave this field blank when stopping continuous Aviation Crew HDIP.**
Stop Date	Use the calendar button 📅 to **select** the last date of entitlement or enter the stop date in MMDDYYYY format. This field can be future dated. 🛈 **Leave this field blank when entering continuous Aviation Crew HDIP.**
Earnings Type	**Type** in the code if known or use the 🔍 to search and **select** from a listing of available earning types. 🛈 **Be sure to select the proper earnings type. The Stop Date will default to the current date if left blank and "HF1MTH" is selected.**
Earnings Type Description	Pre-filled. Ensure the proper earnings type is shown.

3	Complete the "Selection Criteria" fields as outlined below.

Field	Action
Department	There are 2 lookup boxes located next to Department… **Leave the first box set to AUSCG (Active Duty USCG) as shown below.** <u>Type</u> the Department Code in the 2nd block shown below or use the 🔍 to search and **select** from a listing of available codes.
Enlisted	A checkmark ☑ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel have been removed from the selection criteria.
Active	Always leave this item checked.
Officer	A checkmark ☑ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers have been removed from the selection criteria.
Reserve	A checkmark ☑ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box ☐ indicates reserve personnel have been removed from the selection criteria.
Include Parent and Sub Departments	A checkmark ☑ indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box ☐ indicates sub departments been removed from the selection criteria.

4	**Click** the [Refresh List] button. A listing of personnel meeting the criteria in the previous step appears in the table below.
	Clicking on this button in later steps will undo all changes.
5	## Select Entries to be Processed…
	Click the [Select All] button. Each row will in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.
	A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.
6	## Removal of Entries From Being Processed…
	Review the list and **click** the ☑ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The [−] button can be used to remove an entire row and gain the same effect.
	The [Unselect All] button can be used to remove all entries if desired.

7	**Add Others Not Listed…** **Click** the [+] button in any row to add a blank row. Next, **type** the member's employee identification number in the block shown below or use the magnifying glass 🔍 to search and **select** individuals from a list. |	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr		
1	☑	Bunger,Dale E.	PERS2	Regular	W2	003388	1098404 🔍	0	+	−
2	☐						🔍	0	+	− | Next, **click** on the empty box located in the Selected column so an entry will be generated upon saving.
8	**ⓘ Carefully review your work one last time to ensure there are no mistakes before saving.**
9	Click the [🖫 Save] button.

End